

# Why Check-Ins Matter

- Research shows that when managers meet regularly with their direct reports, employee engagement, productivity, and retention improve significantly.
- Check-ins provide more than status updates. They build trust, identify stress or disengagement early, and give employees space to bring up challenges before they escalate.
- For mental wellness, a consistent check-in rhythm signals that the manager cares about more than deliverables; they care about the person behind the work.

## Set the Stage: Structure & Cadence

### Agenda & Preparation

- Agree on a regular cadence (weekly, bi-weekly, or monthly depending on role and workload).
- Co-create an agenda ahead of time: invite the employee to add their items and you to add yours.
- As the manager, prep a few minutes ahead:
  - What outcome do I hope for?
  - What am I worried about?
- Create a relaxed environment: avoid distractions, ensure privacy, start with a personal check-in (how are you doing?) before jumping into tasks.

### Why This Matters

- A clear agenda and space helps employees feel safe to speak up, especially about stress, overload, or well-being.
- Doing this regularly builds a rhythm that helps catch issues early rather than reacting at the crisis point.

# Why Check-Ins Matter

## Core Check-In Content: What to Cover

---

Here are the key domains to cover, and sample questions you can use.

### A. Workload & Progress

---

- What have you completed since our last check-in? What's next?
- What's blocking you or slowing you down?
- Are you clear on your priorities and what success looks like?
- Clarifying expectations boosts engagement.

### B. Challenges & Development

---

- What's been tough since we last spoke?
- What opportunities for growth or learning would help you right now?

### C. Well-Being & Balance

---

- How are you feeling lately – inside and outside of work?
- Is your current workload manageable? Are you getting enough rest?
- Do you feel supported by your team and me?

### D. Next Steps & Accountability

---

- End with: What will you focus on until our next check-in? What will I do to support you?
- Optional: Have the employee send a 1-page recap of the agreed next steps.

# Why Check-Ins Matter

## Special Focus: Mental Health & Support

---

- Use check-ins to *normalize* talking about well-being and stress. Explicitly include a question such as: Have you noticed any changes in how you're handling stress or balance lately?
- If signs of strain appear (e.g., fatigue, disengagement, decreased performance), guide the employee toward available resources. For example:
  - "If you'd like to talk with someone about what's going on, remember we offer access to Tava Health. These services are here for you."
  - Encourage use of mental-health benefits *before* issues escalate.
- Document any follow-up actions (e.g., connecting employee with EAP, scheduling extra support) and revisit in the next check-in.

## After the Check-In: Follow-Through & Culture

---

- As a manager, *you* must follow up on what you committed to. If you said you'd check something, do it or explain why you couldn't. This builds credibility.
- Make sure next steps from the meeting are clear and documented (even a brief email recap). Without this clarity, meetings lose impact.
- Don't treat check-ins as the only communication. Check-ins are a dedicated space for deeper conversation, but day-to-day accessibility still matters
- Over time, these conversations build a culture where employees feel safe to raise issues early, trust their manager, and feel seen.

# Why Check-Ins Matter

## Quick Checklist for Managers

Step	Action	Why It Matters
Set a consistent schedule	Weekly or bi-weekly per role	Builds predictability & trust
Co-create agenda	Employee + manager add items	Empowers employee voice
Begin with "How are you?"	Start human-to-human	Signals you care about the person
Cover workload, growth, and well-being	Balanced agenda	Holistic support boosts performance
Include mental-health question & resource mention (e.g., Tava Health)	Normalizes care	Early intervention preserves wellness
Document next steps & commitments	Clarity & accountability	Prevents confusion & follow-up loss
Follow-up as manager	Model reliability	Reinforces trust and culture

Regular, meaningful check-ins are a powerful way for managers to support not just performance, but real well-being. When managers listen, follow through, and connect the dots between workload, growth, and wellness, employees feel engaged, seen, and cared for. By weaving in mental-health resources like Tava Health and making wellness a normal part of your check-in rhythm, you're doing more than managing tasks, you're leading human beings.

Use this guide to make your next check-in intentional, compassionate, and effective. The difference it makes? A team that's stronger, more resilient, and ready for whatever comes next.